

<b>DIVISION OF MINED LAND RECLAMATION</b>		<b>PROCEDURE NO.</b>	3.1.01
<b>PROCEDURES MANUAL</b>		<b>ISSUE DATE</b>	February 21, 2007
<b>SUBJECT</b>	Daily Reports	<b>Section</b>	Reclamation Services
		<b>Last Revised</b>	8-18-2000

### **OBJECTIVE AND INTENT:**

To provide a permanent record of the daily activities of Field Inspectors and Supervisors.

### **PROCEDURES:**

Each Field Inspector and Area Supervisor shall keep a daily record of his or her activities on the Diary and Hours screen (DMLR.ENSS.09) of the DMLR computer system. The "Enforcement Computer Users Manual" should be referenced for the appropriate instructions and codes when entering data.

Each Field Inspector and Area Supervisor shall be responsible for entering his/her daily activities on the Diary Entry Screen in the Enforcement Laptop System, and uploading the information to the DMLR DynaTerm system. The following **codes** will be used (NOTE: Entries for each code will include applicable travel time, report writing, and follow-up):

<b>DIARY CODE</b>	<b>DESCRIPTION</b>
AML-EMER-COMPL INVES	investigation of an AML emergency complaint.
AML-EMER-INSPECTION	any inspection of an AML emergency project.
AML-EMERG PROJ MGT	an AML emergency project, <b><u>not involving inspection</u></b> , but including pre-bid, realty preparation, meetings, plan review, and close-outs.
AML-NONEM-COMPL INVES	investigation of an AML non-emergency complaint.
AML-NONEM-INSPECTION	any inspection of an AML non-emergency project.
AML-NONEMER PROJ MGT	an AML non-emergency project, <b><u>not involving inspection</u></b> , but including: pre-bid, realty preparation, meetings, plan review, and close-outs.
ACTIVE INSPECTION	any inspection of sites with operation status of A, RA, PP, PN, NP, and NS; permit review time in preparation for site inspection; meetings; and/or, related research (Preamble, AVS sources, etc.) including time spent on such activities conducted off-site.
AREA RECONNAISSANCE	reconnaissance/surveillance for disturbances, environmental monitoring (i.e., storm damage, black water), etc.
BOND FORF INSP	inspection of sites where bond has been forfeited.
COMPUTER WORK	work which can only be accomplished by computer such as e-mail, data entry, generation of system reports, etc.
ENF-COMPLAINT INVEST	investigation of an enforcement complaint.
ENF - REVIEW MATERIAL	review of enforcement documents which are not associated with an inspection such as anniversary reports, certifications, revisions, renewals, new permit applications, pre-inspections, coal exploration notices, etc.
HOLIDAY/LEAVE	all types of leave.
HEARINGS/PREP MTGS	hearing preparation meetings, hearings, and document/exhibit preparation.
INACTIVE INSPECTIONS	any inspection of sites with operation status of I, permit review time in preparation for site inspection, meetings, and/or related research (Preamble, AVS sources, etc.) including time spent on such activities conducted off-site.
INCLEMENT WEATHER	

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<b>DIARY CODE</b>	<b>DESCRIPTION</b>
MEETINGS	any meetings <b><u>not</u></b> otherwise allocated to a diary code.
NRCS	partnership effort with the Natural Resource Conservation Service.
POWELL RIVER PROJECT	the Powell River Project.
SPECIAL PROJECT	committees, in-house presentations, tours, Supervisor assignments, etc.
TRAINING	training events, seminars, etc.
VEHICLE MAINTENANCE	maintenance of assigned vehicles whether at a DMME facility or commercial facility.
<b>SUPERVISORS' CODES</b>	
SPV AML-EMER PJT MGT	AML emergency projects, not involving an inspection, but including: file update, meetings; plan review, Inspector re-assessment and pre-bids.
SPV AML-NONEM PJT MGT	AML non-emergency projects, not involving an inspection, but including: file update, meetings; plan review, Inspector re-assessment and pre-bids.
SPV AREA MANAGEMENT	management of inspector workloads, fleet management, permit issues, black water monitoring, etc.
SPV COMPLIANCE INSP	on-site inspection with an inspector.
SPV PERSONNEL MGMT	personnel matters.
SPV REVIEW MATERIAL	review/comment on any documents.

**Items to be entered in the comment section should include-**

- name and title of all persons with whom there was contact, including subject matter, which has not been documented in an inspection report;
- a description of any paperwork reviewed; and,
- any other pertinent information about your daily activities.